

**Archival Review Board**  
May 9, 2018, 2:00 p.m.  
(via telephone conference call)  
Meeting Minutes

Participating: Members, Yasmin Ramirez, Katherine Cocklin, and Christopher Moore; Commissioner Pauline Toole, Assistant Commissioner Kenneth Cobb, Municipal Archives Director Sylvia Kollar. Member Richard Lieberman was traveling and was not able to join the call.

**Agenda Item 1: Review and adopt minutes:**

Commissioner Pauline Toole asked if there were any questions or comments regarding the December 21, 2017, Archival Review Board meeting minutes. None were voiced. She asked for a motion to approve the minutes of the December 21, 2017 meeting. The motion was approved.

**Agenda Item 2: Archives Processing Projects Update:**

Ms. Kollar provided information on current Municipal Archives processing projects:

*-NEH-funded Health Commissioner Project:*

Ms. Kollar said that project staff have fully cataloged 253 cubic feet of records, approximately 40% of the collection, dating from 1929 to the late 1950s.

*-NY State-funded (LGRMIF) Map Inventory Project:*

Ms. Kollar said that the survey team's progress has exceeded expectations. They have concentrated their efforts at the off-site facility, and have inventoried 29,639 maps in 6 collections. They will be producing finding guides for researchers.

Commissioner Toole remarked that both project teams had identified spectacular materials that will be of great interest.

*-NYPD Surveillance (Handschu) collection:*

Ms. Kollar noted that 200 out of 516 cubic feet had been inventoried at the box level; two staff were working on a part-time basis and a series-level inventory would be completed by the fall.

*-WNYC –TV, Department of Parks Drawings, and Brooklyn Bridge Collection:*

Finding guides were being completed for these large series.

Commissioner Toole if asked if there were any questions? None were voiced.

Ms. Kollar provided information about other Archives activities:

*-Intellectual Control: ArchivesSpace and EAD finding aids*

Ms. Kollar said that 3,754 paper and legacy accession records, dating from 1947-2016, were being edited for entry into ArchivesSpace, and the first phase of clean-up had been completed on 2,964 of the accessions. This work is expected to be completed by September and will be entered into ArchivesSpace by December.

Ms. Kollar said the finding aid conversion to EAD was also proceeding, with the data-entry for the “early” mayoral records through 1917 having been completed and anticipated that entries for records up to 1950 will be done by fall.

**Agenda item 3, Report on Bloomberg administration e-mail records:**

Commissioner Toole reported that the first batch of email records of the former mayor (both received and sent) via Bloomberg.net during his 12-year term had been released to the Municipal Archives. The Archives is cooperating with the City’s Law Department to obtain the email records of other Bloomberg administration officials who used the Bloomberg.net service. The Archives has devised a protocol to process email records for public access, pulling out items with personal privacy or security concerns.

**Agenda Item no. 4, ARB 2017 Report:**

Commissioner Toole said that a draft report would be circulated to ARB members and suggested that an in-person meeting would be scheduled for June.

Member Christopher Moore expressed thanks for the all the good work of the Municipal Archives. Member Yasmin Ramirez said she was looking forward to the upcoming June 16 ‘crowd-sourcing’ Handschu programming event that will ask attendees to identify persons appearing in the surveillance footage.

The meeting was adjourned and the call concluded at 2:20 p.m.